



# Accounting Operations Support

Connie Sanborn  
NBC Accounting Operations

January 11, 2006

# Accounting Operations Support Services Provided

---

- Financial statement preparation and reporting
- General accounting
- Financial transactions processing
- Closing process
- Other services

# Services Provided General Accounting

---

- Financial statement preparation and reporting
  - Prepare and analyze statements
  - Prepare various regulatory reports

# Services Provided General Accounting

---

- General accounting
  - Standard General Ledger
  - CFO activities – audits/reporting
  - Reconciliation
  - Other management of funds

# Services Provided Payments

---

- Financial transactions processing
  - Vendor invoice payments
  - Travel payments
  - Permanent-change-of-station payments
  - Billings/collections
  - Debt management

# Services Provided Year-end

---

- Closing process
  - Identify year-end activities
  - Establish processing schedules
  - Record adjusting entries
  - Monitor budget availability
  - Approve final closing

# Services Provided

## Other Services

---

- Records management
- Help desk
  - Financial system data entry
- Training
  - Financial system data entry
  - Payment processing
  - Travel processing
  - Year-end closing procedures

# Accounting Operations Support

---

- Staff – High level of Federal Government expertise, highly educated, low turnover
- Clients – Diverse needs representing various executive agencies
- Services – Offer full range of accounting services to select from, flexible application
- Customer Service – Provide high-level support, focusing on customer satisfaction